

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **880331-01**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 03/17/88	1. Agency Address Ga. State Merit System of Personnel Admin. Applicant Services Division 200 Piedmont Avenue, Room 418-West Tower Atlanta, Georgia 30334	Application Number 79-102-A	
Application Number		Date Received MAR 31 1988	Date Completed MAY 25 1988
2. Person to Contact Marcelline D. Warren		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-102 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 11/86 Current		5. Records Series Title (followed by title used in office, if different) Employment Examination Performance Test Papers File (Typing & Rate of Work)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservation, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering written and performance examinations for Merit System job classification for State of Georgia employment purposes. Included are: Performance test papers (Typing & Rate of Work), manually graded test add sheets, and documents used for grading test variations (no form names or numbers). File is arranged: Chronologically by date test results entered into computer system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>75</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>0?</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>20 cu. ft.</u>			

X		a. Is this a vital record?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Info. results in Lists of Eligibles & various GEMS reports.

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	2 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 years

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other Calendar Quarter then, 6/21/88

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 12 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, this record must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Charles E. Starn</u>	<u>3/28/88</u>	<u>Ed Stewart</u>	<u>3/24/88</u>
880331-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
79-102-A		State Auditor/Designee	<u>5-4-88</u>
		Secretary of State/Designee	<u>5/2/88</u>
		Attorney General/Designee	<u>5/2/88</u>



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. State Merit System of Personnel Admin Applicant Services Division-Room 572 244 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 79-102	
Application Number		Date Received MAY 17 1979	Date Completed MAY 30 1979
2. Person to Contact Carolyn Smith		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>378</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July 1977 Present		5. Records Series Title (followed by title used in office, if different) Employment Examination Performance Test Papers File (Typing Exams)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: taking a typing examination for a Merit System Job Class. Included are: Performance Test Papers (actual typing exam).			
File is arranged: chronologically by date test results entered into computer system, thereunder alphabetically by applicants surname.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>75</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>0 ?</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>10 cu. ft.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 40-2703
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Info results in List of Eligibles & various GEMS reports.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 years

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 2 months then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 22 months; then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, this record must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Stearns</i>	5/14/79	<i>Jean Duckland</i>	5/15/79
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 79-102		State Auditor/Designee <i>CH</i>	5-24-79
		Secretary of State/Designee <i>Ann L. Adamson</i>	5-24-79
		Attorney General/Designee <i>W. L. Bell</i>	5-24-79